



VACANCY ANNOUNCEMENT

American Embassy Baghdad Employee Association

ANNOUNCEMENT NUMBER 14-02

MAY 1, 2014

Open to: All Interested Candidates Ordinarily Resident* in Iraq
Position: IT Administrator
Opening Date: May 5, 2014
Closing Date: May 19, 2014
Work Hours: Full time: 40 hours/week
Salary Range: \$24,000 - \$36,000 per annum (depending on experience)

The American Embassy Baghdad Employee Association (AEBEA) is seeking an individual to fill the position of IT Administrator.

AEBEA is a non-profit volunteer organization that operates for the benefit of personnel working at U.S. Mission Iraq facilities in Iraq. **Employees of AEBEA are not employees of the U.S. government.**

BASIC FUNCTION OF THE POSITION:

The IT Administrator is a technical position, manned by an individual possessing the skills to operate, maintain, and troubleshoot the AEBEA IT network in its entirety. The IT Administrator works in accordance with U.S. Department of State information management policy and procedures and in coordination with Department of State and AEBEA personnel. The incumbent will also be responsible for developing and maintaining the Association's website, social media and eCommerce operations and for the IT training of all AEBEA personnel. The position reports to the AEBEA General Manager.

QUALIFICATIONS REQUIRED:

1. Four years of college, or 4 years of comparable IT system management experience.
2. Level III (Good working knowledge) Speaking/Reading/Writing English is required.
3. Demonstrated, excellent knowledge of computer science, system management and systems troubleshooting is required.
4. Good customer service and public relations skills are required. Good time management skills, organizational skills, and thorough understanding of Microsoft office programs are required.
5. Web development and/maintenance experience desired.

SELECTION PROCESS:

1. The Board of Directors, with the General Manager will review applications.

2. AEBEA management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Locally employed staff currently working with U.S. Mission Iraq are eligible to apply.
4. U.S. citizen eligible family members (EFMs) are **not** eligible to apply.
5. Persons with Special Immigrant Visa (SIV) and refugee applications pending or who are immigrant visa recipients are **not** eligible to apply.
6. Persons who are ordinarily resident* in Iraq may apply; AEBEA does not provide any housing, meal or housing allowances or travel allowances for travel outside of Iraq unless on official business for AEBEA.

***Ordinarily Resident** – A foreign national or U.S. citizen who:

Is locally resident; and,

Has legal, permanent resident status within the host country; and,

Is subject to host country employment and tax laws.

TO APPLY:

Interested candidates for this position must submit the following for consideration:

1. A cover letter summarizing your qualifications and interest in this position;
2. A resume or CV detailing your employment and academic history;
3. A copy of your passport (if available) and Jinsiya;
4. Any other documentation (essays, letters, certificates, etc.) that address the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO:

Interested applicants must submit their application via email to: AEBEABaghdad@state.gov.

The email must state the vacancy title and announcement number in the subject line, example: IT Administrator, 14-03. Incomplete applications or applications received after the deadline will not be considered. **Phone calls will not be accepted.**

CLOSING DATE FOR THIS POSITION: May 19, 2014.

AEBEA provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation.